

# EXHIBIT L

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Employee Name: Misook Kim  
Employee Number: 0015872



**Supervisor Termination Checklist**  
**Voluntary Resignation**

*Please follow the steps below and return this form to Employee Engagement upon completion. If you have any questions, please contact Employee Support by phone at 1 (844) 367-5787 or by email at [employeesupport@moog.com](mailto:employeesupport@moog.com).*

<input type="checkbox"/> Contact Employee Support and Employee Engagement	Please contact Employee Support and Employee Engagement to notify them of the anticipated resignation date. If the employee provides a written notice, please send this to Employee Support.
<input type="checkbox"/> Initiate a Termination Employee Status Record (ESR) through Manager Self-Service	<i>How to Terminate an Employee</i> instructions on the Knowledgebase. You can also contact Employee Support if you would like assistance. Please ensure the ESR is completed in a timely manner, to avoid overpayment of the employee.
<input type="checkbox"/> Notify appropriate department personnel	This step is optional, and the supervisor can use his/her discretion as to the best way to inform others.
<input type="checkbox"/> Review Autotime	Please ensure the last week of the employee's timecard is correct. If an employee is going out on Retirement Leave, HR will complete their timecard during that time.
<input type="checkbox"/> Complete outstanding company charges (TERs) such as expense reports/cash advances	Contact Bethany Gerardi in Travel Services
<input type="checkbox"/> Collect Moog property	Please complete the next checklist below to ensure everything has been accounted for, and please ensure the attached acknowledgements are signed.

**Moog Property to be Returned by Terminating Employee**

**EQUIPMENT \*:**

- ☐ MOBILE PHONE
- ☐ MOBILE PHONE CANCELLATION/TRANSFER
- ☒ LAPTOP, IPAD, COMPUTER EQUIPMENT

If you have a mobile phone and/or iPad, you will need to turn off "Find my iPhone" and then remove your iTunes account from the device(s) before turning them in.

- ☒ REMOTE ACCESS CARD (VPN)
- ☒ KEYS/SECURITY CARDS (Desk, files, badges, vehicle, etc.)
- ☐ QUALITY AUDIT STAMPS
- ☒ YUBIKEY
- ☐ RECOVER SUPPLIER/CUSTOMER TOKENS

Be sure to also notify supplier or customer to remove access.

**Indicate Date Returned**

Return to IT or Local HR \_\_\_\_\_

Contact Mobility Helpdesk \_\_\_\_\_

Return to IT or Local HR 12/17/21 RV

Return to IT or Local HR 12/17/21 RV

Return to Facilities or Local HR 12/17/21

Return to Quality Auditor \_\_\_\_\_

Return to IT or Local HR 12/17/21

Return to IT or Local HR \_\_\_\_\_

**CARDS:**

- ☒ CORPORATE CREDIT CARDS (VISA, P-Card) Return to Travel Dept. or Local HR \_\_\_\_\_
- ☒ PARKING PASS (Airport, other) Return to Travel Dept. or Local HR Lost
- ☐ BUILDING ACCESS BADGE Return to Employee Support or Local HR \_\_\_\_\_

**MISCELLANEOUS:**

- ☐ BOXES IN STORAGE? (EA only-Transfer, Destroy, Return) Contact Jesse Smith \_\_\_\_\_
- ☒ DOD GOVERNMENT/SECURITY CLEARANCE Contact Chantel Burns, FSO 12/17/21  
*An out-briefing with the FSO is required prior to employee's last day*
- ☐ TERMINATE BUSINESS SYSTEM ACCESS Notify Employee Support or Local HR \_\_\_\_\_
- ☒ TRADE SECRET/COMPANY CONFIDENTIAL INFO Return to Direct Supvr. 12/17/21
- ☐ C & E-ROLL VACATION TIME USED Notify Employee Support or Local HR \_\_\_\_\_
- ☐ PRESCHEDULED BUSINESS TRIPS (Dates/Destination): Contact Travel Dept. or Local HR \_\_\_\_\_
- ☐ SET STANDARD OUT OF OFFICE MESSAGE FOR EMPLOYEE
- ☐ COPY DIGITAL ASSETS (KEY ITEMS ON DRIVES, EMAILS, ETC.)  
If you need to keep assets for more than three months, contact IT.
- ☐ TURN OVER IT ADMIN ACCOUNT IF EMPLOYEE IS IT SYSTEM ADMIN
- ☐ CURRENT ADDRESS/TELEPHONE NUMBER:
- ☐ TUITION REIMBURSEMENT - PRORATED PAYBACK IF WITHIN 18 MONTHS  
Contact Employee Support for details
- ☐ SIGN-ON BONUS PAYBACK - CHECK TERMS OF AGREEMENT IF APPLICABLE

**OTHER IMPORTANT ITEMS:**

- ☐ OUTSTANDING WORK DELIVERABLES \_\_\_\_\_
- ☒ LAST DAY WORKED 12/17/21 ESR PROCESS DATE 12/17/21

*You have been advised that you are required to immediately return all property and confidential documents belonging to the Company prior to final salary settlement.*

*Be reminded that as a Moog employee, you were provided access to proprietary information, including, but not limited to, intellectual property, plans, strategies and other trade secret which are, and continue to be, the sole property of Moog. In addition, during your employment with Moog, you may have been exposed to various corporate opportunities presented to Moog by third-party businesses. As an employee, you owe a fiduciary duty to Moog to not usurp any such corporate opportunity for your own benefit. Accordingly, any use of proprietary information of Moog by you, or any usurping of a corporate opportunity, would be pursued by Moog using all available means.*

Signature of Manager or HR Manager/Date \_\_\_\_\_

Signature of Terminating Employee/Date \_\_\_\_\_

\* These items are the property of the department from which the employee is being terminated. If they are going to be reassigned to another employee, the department manager should collect, hold for reassignment, and notify the Help Desk upon reassignment. If they are not going to be reassigned, the department manager should collect and return them to IT



Employee Name: Misook Kim

Employee Number: 0015872

**Exit Acknowledgment Regarding Moog IP**

*Please complete and return this form to Employee Support for filing in a case.*

**Background.**

*Intellectual Property (IP) is among the most important and valuable assets owned by Moog. As a Moog employee, you were provided access to (and in some cases, you may have created, developed or participated in the development of) various forms of IP including proprietary information, trade secrets, copyrights, source code, drawings and other manufacturing information, Moog customer proprietary information, information sensitive to the United States Government, business marketing plans and strategies, confidential financial information, and confidential IT or security related information. In addition, during your employment with Moog, you may have been exposed to various corporate or business opportunities presented to Moog by third-party businesses on a confidential basis.*

**Acknowledgment of Continuing Obligation.**

*I hereby acknowledge that the duties of confidentiality imposed by law and/or agreed to by me as a Moog employee shall survive past the period of my employment. I affirm that I have not asserted-and to my knowledge do not have-any legal rights to such IP, including rights to patents or copyrights, except as has otherwise been specifically agreed to in writing between Moog and myself. I further affirm that I do not maintain access to, or have possession of, any tangible or digital record of Moog IP-whether in hard copy or digital form- on any device, cloud, or digital storage facilities.*

*To the extent allowable by law, I affirm that I owed a duty to Moog to not usurp any of Moog's corporate opportunity for my own benefit by unauthorized use of Moog IP.*

**Exceptions Allowing for Limited Disclosure.**

*I acknowledge that I have been informed that pursuant to the Federal Defend Trade Secrets Act of 2016, I shall not have criminal or civil liability under any federal or state trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. In addition, if I file a lawsuit for retaliation by Moog for reporting a suspected violation of law, I may disclose the trade secret to my attorney and may use the trade secret information in the court proceeding, if I file any document containing the trade secret under seal and Moog does not disclose the trade secret, except pursuant to court order.*

**Enforcement.**

*I agree that if any part of this Declaration is deemed to be unenforceable by a court of competent jurisdiction, that part may be deemed to have been amended and shall be construed by such court to have the broadest type, scope, and duration permissible under applicable law and, if no validating construction is possible, shall be severable from the rest of this declaration, and the validity, legality or*



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enforceability of the remaining provisions of this acknowledgment shall not in any way be affected or impaired thereby.

I acknowledge that Moog may use any legal means at its own discretion to prevent or prosecute the unauthorized use of any Moog IP. I also acknowledge that I understand and have read this document and the declaration provided for above and have had the opportunity, if I so chose, to obtain advice of counsel before signing this document.

\* Signature of Terminating Employee: [Signature] Date: 12/17/21

### Intellectual Property and Surviving Duties of Confidentiality

Please Check the Boxes Accordingly

☒ I Signed Exit Acknowledgment Regarding Intellectual Property Declaration

☐ I Returned (1) all Trade Secret/Company Confidential Information

Returned IP to Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Witness: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Signed Exit Intellectual Property Declaration

(1) Return may include the return of physical documents, the identification and destruction of digital files on any personal device, personal email inboxes or cloud sharing platforms, and/or the removal of access to any web site that that may include Moog IP. Effectively, the exiting employee must not have possession or access to any Moog IP.

\* Signature of Terminating Employee: [Signature] Date: 12/17/21

Signature of Manager or HR Manager: [Signature] Date: 1/21/22